

Booking a Meeting Room

If you would like to use a meeting room within the next two days,
Please call the library at 920-262-4090.

For future reservations, please follow the instructions below.

Reservations for Watertown Public Library Meeting Rooms can now be made online!

Visit <http://watertownpubliclibrary.org/meetingrooms/>

1. Please read the full Meeting Room Policy on the following pages before requesting a meeting room.
2. Fill out the Meeting Room Application using the link on the website.
3. Visit <http://watertownpubliclibrary.evanced.info/spaces> to create an account and place a request.

REQUESTING A MEETING ROOM:

- Select **Create An Account**. You will need to verify your email before continuing.
NOTE: If you have already booked a room using the new software, or a staff member has booked a room on your behalf, enter your email address and password. If you do not know your password, choose "Forgot Your Password?" to reset.
- Select the Date and Time of your meeting and click **Search for a Space**
- Available times will appear in white. Times that are unavailable will appear in gray. The times you have selected will show in green.
- Select a meeting room by choosing **Pick Me!**
- In the "Purpose" box, type the name and a short description of your organization and the purpose of the meeting.
- Select your organization from the drop down menu. If your organization has not been added or if you don't have one, select "No Organization."
- Click **Submit Request**.
- You will receive an email confirming your submission. A second email telling you if your request has been approved will arrive within 1-2 business days.

You can now use your account to manage your reservations online.

Watertown Public Library

100 S. Water Street, Watertown, WI 53094. 920-262-4090 www.watertownpubliclibrary.org